

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Assistant Director (Personnel)

DATE: 26 June 1952

FROM : Personnel Director

SUBJECT: Heat Dismissals

Agencies Contacted:

Wage Stabilization Board
Armed Forces Security Agency
Department of the Army:
Office of Quartermaster General
Office of Chief of Engineers
Veterans Administration

All of these agencies occupy buildings which are generally comparable to those used by CIA.

Heat Dismissals: Of the Agencies contacted, the following have made group dismissals this year:

Wage Stabilization Board
Armed Forces Security Agency
Veterans Administration

Dismissal Procedure: Uniformly the agencies contacted who have made group dismissals stated that such dismissals were made after the determination was made that the dismissal standards prescribed by the White House were in existence. Persons occupying air-conditioned rooms in buildings otherwise deemed "too hot" are not dismissed. Individual persons who leave work because of illness due to heat before group dismissal are placed on sick leave; other individuals who leave work either before group dismissal or who are not part of a group which is dismissed are placed on annual leave.

Administrative Leave: No leave charge is made to any person who is released from work in connection with a mass or group dismissal. Such absences are classified as absences "administratively excused without charge to leave." A call to Dr. Glenn Stahl, Assistant Chairman, Federal Personnel Council, verified that this practice was intended when the President's policy was prepared by the Federal Personnel Council several years ago.

GEORGE E. MELOON